

Wilcut, Lars

From: Chris Hornback <CHornback@NACWA.ORG>
Sent: Monday, October 20, 2014 8:00 PM
To: Wilcut, Lars
Subject: Re: Ammonia Workshop Room Size and Configuration

Thanks Lars. I will get you the final participants list on Friday and pass along the word about access.

-Chris

On Oct 20, 2014, at 5:44 PM, "Wilcut, Lars" <Wilcut.Lars@epa.gov> wrote:

Chris,

I have a projector I will bring to the meeting, if GLEC/NACWA can bring a laptop. I also bring a couple things of paper for the easel, and try to scrounge up a couple markers. It's a good idea for GLEC to bring a couple backup markers – ours are notorious for being dry. Sorry, supplies haven't been coming our way of late.

On access, I need to send an alphabetized list of participants to our security people 48 hours in advance of the meeting. Once they arrive, participants should show their driver's licenses and go through the metal detectors. Unfortunately, with new rules in place, people from Alaska, American Samoa, Arizona, Louisiana, Maine, Massachusetts, New York, Oklahoma, and Washington will have to have an additional form of ID, as well. Passports are best. If everyone is local then we should be fine.

Please let me know if I forgot anything. Thanks!

Lars

From: Chris Hornback [<mailto:CHornback@NACWA.ORG>]
Sent: Friday, October 17, 2014 9:49 AM
To: Wilcut, Lars
Subject: RE: Ammonia Workshop Room Size and Configuration

Lars –

The pictures you sent address a couple of the items below, but wanted to send you this list from GLEC of items they'd like to have in the room.

- Screen (looks like we're set with this)
- Projector – NACWA can provide, but not sure how easy that will be getting into the building. Let me know if EPA can provide.
- Computer (laptop) – NACWA can provide if GLEC doesn't bring their own.
- Laser pointer – NACWA can provide.
- Microphone for speaker (depends on attendance and room size) – Not sure we'll need this looking at the room (or if it is even an option). Let me know what you think.
- Easel (looks like there is one there)

-Paper for easel with markers

-Chris

From: Wilcut, Lars [<mailto:Wilcut.Lars@epa.gov>]
Sent: Thursday, October 16, 2014 4:47 PM
To: Chris Hornback
Subject: RE: Ammonia Workshop Room Size and Configuration

Chris,

I trekked out to Potomac yard this morning to check out the room; a couple pictures are attached. It looks like the layout is what you envisioned. There is a Polycom in the room, but nothing more than that I could see. Our admin person is checking with the people in charge of the conference room to see if there is anything more high-tech, but we may only have that. Not the most ideal for people calling in.

Please let me know when you have a final attendance list. I'll give that to the security folks so people won't be stuck outside. Depending on what makes the most sense, I'll plan to either be in the lobby or up on the 4th floor to direct people.

Lars

From: Chris Hornback [<mailto:CHornback@NACWA.ORG>]
Sent: Wednesday, October 15, 2014 10:48 AM
To: Wilcut, Lars
Subject: RE: Ammonia Workshop Room Size and Configuration

Lars – another thing to check on is dial-in capability. A few folks have expressed interest in listening in. We've told them that this may not be a possibility and that if we do have a dial-in, it would be in listen-only mode. Just too difficult to have folks talking from the phone lines.

We might be able to use NACWA's dial in if using an EPA dial-in is problematic, but just curious whether we'll have the option.

-Chris

From: Wilcut, Lars [<mailto:Wilcut.Lars@epa.gov>]
Sent: Tuesday, October 14, 2014 1:14 PM
To: Chris Hornback
Subject: RE: Ammonia Workshop Room Size and Configuration

Chris,

The total capacity of the room is 59 people (maybe someone stole a chair at some point): 28 at the table and 31 along the walls. I haven't been out to see it yet, but the picture is exactly what you envisioned: a hollow-square with seating along the perimeter.

I'm trying to get out there this week, so I will have a better sense of the lay of the land after that.

Let me know what additional questions you may have.

Thanks!

Lars

From: Chris Hornback [<mailto:CHornback@NACWA.ORG>]
Sent: Tuesday, October 14, 2014 12:42 PM
To: Wilcut, Lars
Subject: Ammonia Workshop Room Size and Configuration

Lars – Can you please send me any further details on the room you have reserved for the workshop. Such as max capacity, table configuration, etc. And whether we can request a certain setup for the room in terms of configuration, perimeter seating (I’m envisioning a hollow-square setup, but realize I didn’t specify that to you when we were reserving the space). I gave you a head count of 30-35 and we’ll be at 35 (with staff and GLEC folks included), so I want to see what our options are for seating arrangements and any space for additional participants (I know others from EPA might want to participate).

Any additional details would be great.

Thanks,
Chris

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